

Missouri State Library  
Office of the Secretary of State

Library Services & Technology Act  
Federal Grant Program

# Show-Me-Steps to Career Development Grant Application

Winter 2003

Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
**Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

# **MISSOURI STATE LIBRARY**

## **Show Me Steps to Career Development Grant Program Information & Guidelines WINTER 2003**

### **What is this grant program?**

Show Me Steps to Career Development is a continuing education (CE) program for Missouri library personnel and public library trustees available through the Library Services & Technology Act (LSTA). Through this program, the Missouri State Library will provide financial assistance for library staff and public library trustee participation in continuing education and training opportunities when local funds cannot finance the entire cost.

The goal of this program is to enhance the knowledge and skill level of those who offer or support library services.

Effective training for library staff and public library trustees is a critical need for Missouri libraries, and is listed as a high priority in “*Charting Missouri’s Library Future*.” Through the Show Me Steps to Career Development program, the Missouri State Library will provide financial assistance for library staff and public library trustee participation in continuing education and training opportunities such as professional association workshops, conferences, seminars, technical training by non-profit providers, and more.

### **What types of continuing education activities are eligible?**

**Significant library-related continuing education or training opportunities eligible for this program include (but are not limited to):**

- Regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate public or non-profit entities.
- Technical or special training sessions offered by non-profit providers appropriate to the operational or service needs of the applicant’s library. *NOTE: Training provided by commercial, for-profit vendors is generally ineligible.*
- Single community college courses having direct application to the improvement of the applicant library’s operations or service. *NOTE: Academic course work toward an undergraduate or graduate degree, on or off campus, is not eligible.*
- The continuing education activity must be either in-state, the 48 contiguous states of the United States, or Canada. Other international conferences will be considered on a case-by-case basis.

### **Who may apply?**

- Eligible participants are staff members and trustees of public libraries certified to receive State Aid.  
**Note:** To be eligible, a library staff member must have been permanent full or part-time staff for at least six (6) months. A trustee must have at least one year remaining on his/her term of board membership prior to the date of the activity applied for.
- Other eligible participants are school libraries, academic libraries, special libraries, or library consortia as defined in the *Missouri Five Year Plan for the Use of LSTA Funds*. See attached "Definitions."
- The prospective CE participant must be accorded release time by the library or administrative unit without loss of salary or personal leave time.
- Previous recipients cannot apply two consecutive times to attend the same continuing education event.
- Preference will be shown to first-time participants and/or those whose attendance at the desired educational activity addresses a documented need of the library.
- The number of staff from a single institution may be limited to encourage a fair and wide representation of the library community. Libraries receiving a number of individual stipend awards, or individuals who have used a stipend award during the current January through December calendar year will receive lower priority with successive grant application submissions.
- On occasion, and in cases of determined statewide need, the State Library may solicit a library to send a staff member or trustee to an educational activity which has special requirements such as position, service tenure, educational level, etc. In these cases the State Librarian may choose to modify the application procedure and/or match requirement.

### **How does one apply for this grant?**

1. Select the continuing education activity you want to attend; determine if it is eligible under this program.
2. Decide who will attend the activity; determine their eligibility under this program.
3. Estimate the costs involved in attending the activity.
4. Get approval for attendance from your library or parent agency; get approval for release time from the job in order to attend the activity.
5. Fill out the application form; obtain required signatures; be sure all applicable blanks are filled in and that the parent agency's administration understands the requirements of this grant, the local matching funds required, and the reimbursement method.
6. Submit the application no earlier than 6 months and no later than 6 weeks before the selected CE activity.

### **What amount of funds may be requested?**

There is no maximum amount of funds that may be requested, but appropriate costs must meet or exceed a minimum total of \$150. Please note: A maximum dollar amount available per request, per educational activity, may be set by the State Library in order to maintain funding throughout the current calendar year.

### **Are local matching funds required?**

Yes. The State Library determines the amount of local matching funds required. The local minimum match is 25%, but a larger match may be required. This requirement may be determined by a combination of factors such as, but not limited to, (1) library budget, staff size, and/or financial need, (2) the total estimated average cost of activity attendance, (3) the number of applicants from the same library applying to attend the same activity, and (4) the number of applicants from different libraries requesting to attend the same activity.

### **For what will this grant pay?**

#### ***Eligible expenses include, but are not limited to:***

- Registration fees
- Transportation by air, bus, train
- Motor vehicle mileage
- Lodging
- Meals
- Miscellaneous travel (e.g., taxi or shuttle fare from the airport or bus/train station to the hotel and/or CE activity site)
- Other program-related costs, including substitute staff or disability accommodation, (such as a sign language interpreter or assistance for the vision impaired)

**Note:** All budgeted costs must be deemed reasonable by the State Library.

***Ineligible expenses include, but are not limited to:***

- Late registration fees
- Hotel room service fees
- Charges for academic course credit
- Personal entertainment activities
- Transportation charges for sightseeing, shopping, etc.

**What reports must grantees make?**

- A follow-up final report by the participant is required no later than 30 days after the last day of the CE activity attended. This two-part report will include (1) a financial section and (2) a narrative section. Report forms will be supplied by the State Library.
- The evaluative report, with requested revisions if necessary, may or may not be subsequently printed in one of the State Library's publications, (i.e., *Newsline*, or *Missouri Library World*).
- If appropriate, the CE participant may be asked to share his/her experience or expertise in a speaking or workshop environment.

**How are grant payments made?**

- Awards are made to and administered by the library/administrative unit of employment.
- Award funds are forwarded to the library or administrative unit which shall in turn reimburse the CE participant for any out-of-pocket expenses as listed on the grant application. Reimbursement to the CE participant shall be from federal grant funds and matching local funds at the percentage described in the award.
- Payment will be forwarded upon submission of the final report, receipts, photocopies of canceled checks, and/or meal diary, as appropriate.
- Payment by the State Library is generally made within 6 weeks after submission of appropriate receipts.
- If extenuating or mitigating circumstances require a CE participant to withdraw from the activity, the State Library will consider, on a case-by-case basis, payment of obligated, non-refundable fees and charges as detailed within the accepted budget.

### **What is the review process?**

- To be eligible for review, applications must be received at least six (6) weeks prior to the initial day of the desired program.
- Only COMPLETE applications from eligible libraries will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff. Awards will be determined within the State Library and the Secretary of State's Office.
- The State Library will notify each applicant library/administrative unit of award approval or denial.
- The State Library is to be notified as soon as possible if an awarded CE participant is unable to attend the selected activity.

### **When and where do I apply?**

Applications may be submitted to the State Library at any time throughout the year, but must be received at least 6 weeks before the CE activity begins.

#### ***Mail completed application forms to:***

Patrice Vale, Library Consultant, Continuing Education  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, P.O. Box 387  
Jefferson City, MO 65102-0387

#### **For further information, contact:**

Patrice Vale, Library Consultant for Continuing Education  
Library Development Division, Missouri State Library  
Phone (573) 522-1477 or (in Missouri) 1-800-325-0131 x 13.  
Email: [valep@sosmail.state.mo.us](mailto:valep@sosmail.state.mo.us)

**MISSOURI STATE LIBRARY**  
**SHOW ME STEPS TO CAREER DEVELOPMENT**  
**Application Instructions**

*GENERAL INSTRUCTIONS*

- Use the application form provided.
- Type or print clearly in black ink.
- Original signatures must be included or the application will be ineligible for consideration. **Please sign in blue ink.** Faxed or photocopied signatures will not be accepted.
- Failure to give the required information may eliminate the application from consideration.
- Proofread the application. Correct any spelling, grammar, math, and typing mistakes before submission.
- Do not use binders, folders, or notebooks. Staple pages together in the upper left-hand corner.
- All attachments included with the application should be clearly marked with the CE participant's name and the item number to which the additions correspond.

*SPECIFIC APPLICATION INSTRUCTIONS*

1. CE ACTIVITY: Provide the name/title of the education or training activity to be attended. Only a single offering is to be listed; a single offering may include multiple days or session programs.
  - 1.1 Enter the attending individual's name here. List only one participant per application form.
  - 1.2 The applicant library/administrative unit is the sponsoring institution/organization. Please provide the name of the library director or the authorized representative designated by the school board or parent organization to encumber funds or approve payments.
  - 1.3 Provide the dates you will be in attendance and the city/state location of the CE activity.
  - 1.4 Accurately transfer the dollar summary figures from the grand total of your budget provided at 3.4.
  - 1.5 Complete the library staff or trustee participant information applicable to your position.
  - 1.6 Insert the due date for your evaluative report.
2. JUSTIFICATION--Please use the item notations to identify your responses to each element of the requested justification. A copy of the program brochure and complete registration cost information should be included with the application. If a program agenda is available at the time of application, applicant is to mark the sessions (if multiple sessions are offered) he/she tentatively plans to attend. The application narrative must address the benefit of the proposed continuing education activity to library services, operations and/or patrons as well as the individual participant.
  - 3.1 BUDGET—List the total annual budget for the library.



- 3.2 List the total number of paid full-time equivalent library staff.
- 3.3 Indicate if funds are available for library staff continuing education/training and the annual amount. If there are restrictions, limitations, which might inhibit your use of these funds, please provide a brief written explanatory statement in the white space below 3.3.
- 3.4 Fees/Registration: Attach a copy of your completed registration form showing the amount of registration fees. Any pre-paid meals/banquet charges included on this form are to be considered part of the registration fee; do not add them to the “Meals” section below. NOTE: Charges for academic course credit, other than as a single, non-degree-directed community college course, are not eligible expenditures under this award program. Penalties for late registration are not eligible.

Transportation: Circle the type of commercial transportation to be used and list the estimated amount of fare.

Motor vehicle mileage: Estimate the number of miles to be driven round trip. Multiply that figure by the State’s \$0.33 reimbursement rate. If several applicants are traveling together in one automobile, add the mileage estimate to one application form only.

Lodging: Enter the number of nights you will be staying at the hotel or motel. Multiply this number by the per-day room rate. If the CE activity includes lodging information or a reservation form, please include it as an attachment to the budget page. If two or more applicants are sharing a hotel/motel room, please list the total lodging estimate on one application form only.

Meals: Estimate all meal costs to be incurred travelling to and from the CE activity and all meal costs incurred during the CE activity, which were NOT part of the basic registration fee. Include tips. **Note:** A daily diary of these meal costs is to be submitted as an attachment to your final report. Do not include charges for alcoholic beverages.

Other: Estimate miscellaneous travel or program-related expenses. Examples are (a) shuttle or taxi fares between airport/depot and hotel/motel, (b) substitute staff, (c) disability accommodation such as sign language interpreter or assistance for vision impaired. Please specify in writing what the expense is for. Do not include charges for personal entertainment activities such as taxis for sightseeing, admission charges, etc.

**NOTE: Reimbursement payments are made to the library/administrative unit of employment. Payments are not made directly to the CE participant. In no case will payment be made which exceeds the budgeted award amount per line item. The library/administrative unit of employment shall reimburse from grant and local funds any out-of-pocket expenses by the CE participant as detailed in the grant application.**

- 3.5 Public libraries only—please complete.
- 3.6 School libraries only. Please contact your school district administration office for statistics or refer to websites listed on application form.

4. CERTIFICATION AND SIGNATURES--Response at this entry indicates that the CE participant is accorded release time from their position without having to draw on personal leave or loss of pay. **The initials requested here are those of the public library director or authorized representative designated by the school board or parent organization to encumber funds or approve payments. This is the same individual who is identified at 1.2 and will sign at the full signature entry within this section. All signatures and initials must be in blue ink.**

For State Library Use Only: Grant # \_\_\_\_\_ Date  
rec'd \_\_\_\_\_  
\_\_\_\_\_ Approved for \$ \_\_\_\_\_ @ \_\_\_\_\_ % local match \_\_\_\_\_ Denied \_\_\_\_\_ Date

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MISSOURI STATE LIBRARY  
**SHOW ME STEPS TO CAREER DEVELOPMENT**  
**Continuing Education Grant Application**

1. CE Activity: \_\_\_\_\_

1.1 CE Participant: \_\_\_\_\_  
First Middle Last

1.2 Applicant library/administrative unit: \_\_\_\_\_

\_\_\_\_\_  
Library Director or Administrative Unit Director **(PLEASE PRINT)**

\_\_\_\_\_  
Library/School/Institution name Federal Tax ID number

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City/State/Zip code + the 4 digit extension County

Contact person (name & title):  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email \_\_\_\_\_

1.3 CE activity: Date(s) \_\_\_\_\_ Location \_\_\_\_\_

**(NOTE: Attach a copy of your program brochure and/or program agenda with your submitted application form; identification of the provider/sponsor and the sessions to be attended must be included.)**

1.4 Budget summary estimates: (amounts transferred from grand totals at 3.4)

Local match	Federal fund request	Total cost
\$ _____	\$ _____	\$ _____

1.5 CE participant information:

Library staff member's current position \_\_\_\_\_

Nature of work \_\_\_\_\_

Date hired \_\_\_\_\_ Permanent position \_\_\_\_ Y \_\_\_\_ N Hrs/wk \_\_\_\_\_

*Note: Must be permanent full- or part-time staff member for at least 6 months prior to the date of the activity applied for.*

TRUSTEE: Term of office ends \_\_\_\_\_ Years on Board \_\_\_\_\_

*Note: Must have at least one year remaining on term of board membership prior to the date of the activity applied for.*

1.6 The evaluative report will be due 30 days after the final day of the activity.

The report due date is \_\_\_\_\_.

**2. JUSTIFICATION**

Please respond to the following items as specifically as possible in your narrative of no more than two pages. Include as an attachment with your submitted application form:

- A. What aspects of this program are particularly relevant to your job responsibilities and professional development or your role as library staff or trustee?
- B. What are your learning objectives for this activity?
- C. How will your participation in this activity benefit your library?
- D. How will you share and/or implement your acquired information and/or experience within your library and beyond?
- E. List other educational activities, dates of attendance and award amount for which you have received a Show Me Steps grant in the current January - December calendar year.
- F. For attendance at a state, regional, national library association conference, or specialized pre-conference, please indicate if you have previously attended this activity and indicate the dates or range of years attended.

**3. BUDGET**

3.1 What is your total library budget? \$ \_\_\_\_\_

3.2 What is the size/number of your staff in paid full-time equivalent ? \_\_\_\_\_

3.3 Is continuing education, training or professional development a budgeted item? \_\_\_\_ Yes \_\_\_\_ No Annual amount? \$ \_\_\_\_\_

3.4 Estimate the appropriate costs as accurately as possible. Round off amounts to the nearest dollar. Please indicate and specify the source if funds are drawn from other than the library or administrative unit budget. **A minimum local match of 25% is required. Please note that the final award may require more than the minimum.** The State Library may request budget clarification. Copies of receipts or canceled checks will be required for all expenditure categories except mileage and meals: an informal diary of daily meal costs is requested. Calculate the following budget request at 25% local funding.

EXPENDITURE	LOCAL	FEDERAL	TOTAL
Fees/Registration	\$ _____	\$ _____	\$ _____
Transportation (Circle one: air, bus, train)	\$ _____	\$ _____	\$ _____
Motor vehicle mileage _____ miles x \$0.33	\$ _____	\$ _____	\$ _____
Lodging _____ days x \$ _____ rate	\$ _____	\$ _____	\$ _____
Meals _____ days x \$ _____	\$ _____	\$ _____	\$ _____
Other : _____	\$ _____	\$ _____	\$ _____
Other : _____	\$ _____	\$ _____	\$ _____
<b>GRAND TOTAL</b>	\$ _____ Local	\$ _____ Federal	\$ _____ Total

(Transfer grand total figures to page 1, item number 1.4)

### 3.5 PUBLIC LIBRARIES ONLY:

Number of population served: \_\_\_\_\_

Number of branches: \_\_\_\_\_

Estimated per capita rate: \_\_\_\_\_

### 3.6 SCHOOL LIBRARIES ONLY:

Name of School District: \_\_\_\_\_

Address of School District Administration Office:

\_\_\_\_\_  
\_\_\_\_\_

School District Administration or Business Office phone number: \_\_\_\_\_

#### ***School District facts:***

Total income: \$ \_\_\_\_\_

Total student population: \_\_\_\_\_

Expenditures per student: \$ \_\_\_\_\_

% of students who receive free lunches: \_\_\_\_\_

see: <http://www.dese.mo.gov/schooldata> (select the school district, then select "school finance data")

Median household income: \$ \_\_\_\_\_

See: [http://mcdc2.missouri.edu/websas/dp3\\_2kmenus/mo/School.html](http://mcdc2.missouri.edu/websas/dp3_2kmenus/mo/School.html) (select the school district, then go to Other Income Measures and select "median household income")

Tax levy rate: \$ \_\_\_\_\_

Assessed valuation \$ \_\_\_\_\_

I understand the guidelines and have fully completed the continuing education application as accurately as possible. Request for payment will be submitted in a timely manner with appropriate documentation. It is agreed that the CE recipient will submit a written evaluative report to the State Library 30 days after the final day of the activity and otherwise share their gained experience or expertise with the library community upon the State Library's request.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application form, the Library Board/School Board acknowledges compliance with and agreement to all eligibility requirements.*

Date \_\_\_\_\_

INSTITUTE  
of MUSEUM  
and LIBRARY  
SERVICES

11/03